

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**  
**SENIOR FIRE INSPECTOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Senior Fire Inspector is the third level in a five level Fire Prevention series. Incumbents are responsible for serving as a lead worker, and for conducting advanced fire and life safety inspections, reviewing plans, issuing correction notices and permits, and maintaining records.

The Senior Fire Inspector is distinguished from the Fire Inspector Specialist by its responsibility for making work assignments, overseeing the work of other Fire Inspectors, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Fire Inspector is distinguished from the Supervising Fire Inspector, which has first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Serves as a lead worker to other employees, which includes: prioritizing and assigning work; <u>project management</u> ; determining completion of work; and, training staff.	Daily 10%
2.	<u>Develops, coordinates and presents educational programs regarding fire prevention, fire protection, and life safety methods and techniques.</u>	<u>Monthly</u> <u>5%</u>
3.	Participates in recommending, developing, and evaluating policies and procedures for safety inspections and code enforcement activities, including creating check lists and forms; participates in code adoption and modification processes; evaluates previous amendments for revision or elimination.	Daily 10%
4.		Daily 5%
5.	Conducts fire and life safety inspections of more complex and difficult commercial, residential, institutional, and industrial facilities, government buildings, high rises, and hospitals; prepares related correction notices and letters associated with inspections and may initiate legal action related to fire code violations.	Weekly 20%
6.	Conducts field inspections and approves the installation of new fire appliances and above ground flammable liquids tanks; approves new housing tracts for construction and occupancy; observes acceptance testing during construction of and alterations to commercial buildings; documents results of all testing and inspections.	Weekly 15%

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>
6.	Provides consulting and technical advice to architects, designers, owners, contractors, engineers, and craftsmen, providing solutions for code violations in unusual and complex applications; assists with developing feasible options for correcting code issues.	Weekly 15%
7.	Performs reviews and approves architectural building construction <u>and site plans</u> for compliance with applicable fire safety standards and codes, including preparing written documentation of approval or creating a list of corrections.	Weekly 10%
8.	Reviews and approves plans for the installation of fire protection systems <u>and equipment</u> for compliance with applicable fire safety standards and codes.	Weekly 10%
9.	Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.	Weekly 5%
10.	Performs other duties of a similar nature or level.	As Required

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**Training and Experience** (positions in this class typically require):

- Two years of experience as a City of Fresno Fire Inspector Specialist; or successful completion of at least five CSFM classes and one year of experience as a City of Fresno Fire Inspector Specialist is required;
- OR
- Three years paid full time experience performing inspections in a public fire prevention bureau or industrial safety engineering in private industry or in building inspection work in a public bureau.
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- California State Fire Marshal Fire Prevention Officer Certification
- Must obtain California State Fire Marshal Fire Protection Specialist certification within the probationary period.

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**Knowledge** (position requirements at entry):

Knowledge of:

- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- City geography and water supply and distribution system;
- Fire safety systems used in residential, commercial, industrial and institutional facilities;
- Fire inspection methods and techniques;
- Fire sprinkler and alarm installation methods;
- Mathematical concepts;
- Fire behavior;
- Recordkeeping principles and practices;
- General writing principles and report writing techniques;
- Computers and applicable software and database systems;
- Customer service policies, principles and practices,

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**Skills** (position requirements at entry):

Skill in:

- Priorizing and assigning work; detail oriented and ability to multi-task
- Independent decision making
- Training employees in proper work methods
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Identifying acceptable construction methods and materials related to fire safety
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Providing customer services
- Evaluating evacuation plans
- Preparing and performing mathematical calculations
- Conducting inspections and investigations
- Reviewing construction plans for compliance with applicable codes, ordinances, laws, rules, regulations, and project specifications
- Managing multiple priorities simultaneously
- Work in a changing environment
- Using computers and applicable software applications
- Provide lead direction and oversight of work performed
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, inadequate lighting travel and disruptive people.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)  
Date: 12/2007